

PUBLIC INFORMATION & COMMUNICATION SERVICES
NIH TASK ORDER

RFTOP#150

TITLE: PUBLIC HEALTH EMERGENCY PREPAREDNESS INFORMATION CAMPAIGN, HHS

A. Point of Contact: Allison Ford

Contract Specialist
DHHS/AOS/PSC
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Program Support Center
Financial Management Services/DFO
Parklawn Bldg., Room 16A-12
5600 Fishers Lane
Rockville, Maryland 20857

B. PROPOSED PERIOD OF PERFORMANCE: The period of performance shall be September 30, 2003, through September 30, 2004, unless the period of performance is extended by modification. This task order contains two twelve month option periods that if exercised will extend the task order through September 30, 2006. The option periods may be exercised in accordance with Section I, FAR Clause 52.217-9, "Option to Extend the Term of the Contract."

C. PRICING METHOD: Cost Plus Fixed Fee
Task Order will be incrementally funded.

The current available funding is limited to \$3,000,000. If, in the opinion of your firm, this is more than enough, please provide your best estimate of the effort and amount required to complete this task. Price will be a factor in the determination of the firm that is selected for award. If available funding is not a sufficient amount, please specify how to best spend available funds, which tasks will remain undone, how best to integrate the additional work and the amounts necessary to complete the requirement. It is the intent of the Government to select the proposal that

makes the most effective and efficient use of these available funds, thereby representing the best value.

D. PROPOSAL INSTRUCTIONS

TECHNICAL PROPOSAL

The project workplan shall summarize the purpose, scope and activities of the project in the Offeror's own words to demonstrate a complete understanding of the work involved. The workplan should indicate an understanding of the issues, the logistics and approach to be used in completing the required tasks and providing the deliverables as scheduled. Any potential problems in conducting these activities should be discussed, along with suggestions to overcome them.

Resumes shall be provided for the proposed project manager (primary point of contact) and any content experts. The responsibilities and organizational placement of each professional and support staff member proposed shall be clearly specified. The same shall be provided for any consultants and/or subcontractors proposed along with a management plan for oversight of their involvement.

A personnel loading chart shall be provided for this project to include all proposed personnel, consultants and/or subcontractors. This chart shall indicate the labor classification and the number of hours proposed per task for each individual. The level of effort proposed for each individual should be reflective of their role and responsibilities.

Past Performance Information

The information described below will be used in the evaluation of past performance, and shall be separate and clearly marked.

Offerors should note the difference between organizational "experience" and "past performance". Organizational experience pertains to the types and amounts of work experience previously performed by a contractor, whereas, past performance relates to the "quality" and how well a contractor performs the services.

Offerors shall submit the following past performance information:

a. A list of the four most recently completed or active contracts or subcontracts (contracts within the last four years) for related or similar services. The Government will evaluate past performance on contracts that are similar in nature to the requirements of the request for proposal. Contracts listed shall include those projects entered into with the Federal Government, agencies of state and local governments or commercial customers.

- a. Name of Contracting Organization;
- b. Contract Number;
- c. Contract Type;
- d. Total Contract Value;
- e. Description of Requirement;
- f. Contracting Officer's Name, Telephone Number and Facsimile Number;
- g. Contracting Officer's Technical Representative
(COTR) Name, Telephone Number and Facsimile Number; and
- h. Explanation/comments regarding problems encountered and corrective actions taken.

b. The Government is not required to contact all references provided by the Offeror. Also, references other than those identified by the Offeror may be contacted by the Government to obtain additional information that will be used in the evaluation of the Offeror's past performance. Information for the evaluation of past performance will be requested from the list of references (see a above) or other sources as previously stated, utilizing the Past Performance Evaluation Questionnaire (see Attachment A).

c. Offerors are further advised that thorough and complete past performance information is required. Explanations/comments regarding problems encountered and corrective actions taken shall be addressed as a part of the proposal submitted in response to this Request for Task Order Proposal (RFTOP). The Government will take the Offeror's comments into consideration when conducting its past performance evaluation. THE OFFEROR WILL NOT BE GIVEN ANOTHER

OPPORTUNITY TO ADDRESS PROBLEMS ENCOUNTERED IN PAST PERFORMANCE FOR REFERENCES PROVIDED AS A PART OF YOUR PROPOSAL.

In addition to the information requested above, the Offeror shall complete a "Past Performance Cover Sheet," Attachment B. for each reference supplied. This cover sheet will be used to contact previous customers so that past performance information may be obtained. The Past Performance Evaluation Questionnaire" Attachment A. is a sample form which may be used by the Contracting Office, or their representatives, to collect past performance information from the Offeror's references. Attachment C "Client Authorization Letter" is provided as a sample letter to be sent to Offeror's references for past performance information. It is suggested that Offerors contact the organization in advance to ensure that the organization is cooperative and that the response is submitted timely to the Government.

NOTE: Past performance information will be collected by the Government and shall not be submitted by the Offeror.

COST PROPOSAL

The cost proposal shall be a separate document containing all supporting cost information; including payroll documentation, consultant rate agreements, quotes or basis for estimations of other direct costs, and the negotiated indirect-cost rate agreement. For purposes of establishing a budget, please use September 30, 2003, as the start date for performance. The breakdown of costs must be shown for each year of the task order and by each task. The Offeror should also summarize total costs for the entire task order period by individual category. This format should be used for each year of the task order performance and to summarize costs for the entire task order period (all three years of performance).

This requirement will be awarded as a cost plus fixed-fee task order. Proposals will be evaluated for technical acceptability, past performance and cost reasonableness. You are advised that paramount consideration shall be given to the evaluation of technical proposals rather than cost or price unless, as a result of technical evaluation, proposals are determined to be essentially equal, in which case cost or price shall then become the determining

factor. Award shall be made to the Offeror submitting the proposal determined to provide the best value to the Government as evaluated under the criteria described.

Proposals should be submitted by email to pscacquisitions@psc.gov attention Allison Ford. The subject line should read RFTOP-XXX, Proposal from {Insert your firm's name}. Only a minimal number of samples will be reviewed so please only submit a few illustrative examples. The technical proposal should be no more than 15 pages, excluding resumes. It will be used as a sample of the contractor's writing, editing, and organizational skills. A signed task order form (last page of the RFTOP) should be faxed or submitted electronically. The cost proposal shall be a separate document containing all supporting cost information, including payroll documentation, consultant rate agreements, quotes or basis for estimations of other direct costs, and the negotiated rate agreement. For purposes of establishing a budget, please use September 30, 2003, as the start date for performance.

Proposals may be submitted in Microsoft Word, Wordperfect and Excel Formats. Please submit documents in a format where the documents may be viewed but not altered (write protected, read-only or PDF) by the viewer.

This task order may be awarded without negotiations; therefore, all Offerors are urged to submit their most favorable proposal at this time.

Request for additional information or clarifications necessary to submit your proposal must be received in this office by 1:00 p.m. Eastern Standard Time on August 19, 2003. Questions should be submitted via e-mail to pscacquisitions@psc.gov and reference the RFTOP# and the contact name: Allison Ford in the subject line. Responses to the questions will be forwarded to all the Public Information & Communication Services (PICS) Task Order Contractors.

E. RESPONSE DUE DATE: August 28, 2003, by 3:00 PM Eastern Standard Time.

Background

In today's world, any terrorist event, as well as a major natural disaster, is an instant national, if not

international, story. In the immediate moments after an event occurs, a host of activities begin to unfold in response to the consequences of the event. Not the least of these is the onslaught of media coverage and their accompanying ravenous demand for information 24 hours a day. Today, how we as a government communicate with the media and the public about how we are responding to a crisis is just as important as how we deploy our physical assets such as law enforcement, health care and recovery personnel.

In the pre-event "awareness, preparation and preparedness" phases of the event "life cycle," there is a critical need to educate the public, the media, state and local officials, health care providers, and others with a basic understanding of how the government responds to a crisis and what resources are available to these groups to meet their varied needs if disaster strikes. In addition, the importance of training government officials, community leaders and others in the appropriate techniques of risk communications in speaking to the general public cannot be overstated.

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

STATEMENT OF WORK

Task 1. Develop Project Management Plan

Within one week (1) after contract award, the Contractor shall have a post-award strategy session at the HHS offices with the Project Officer to discuss the specific tasks of the contract, the schedule of performance for the work assigned, and any aspects of the contract that needs clarification. The Contractor shall develop a draft project management plan that shall describe and outline the tasks to be accomplished. The project management plan shall be submitted to the Project Officer within one (1) week of the post-award strategy session. The Project Officer will review the draft and provide feedback within three (3) business days of receiving the draft. The Contractor shall submit the final project management plan within three (3) business days of receiving comments from the Project Officer.

Task 2. Information and Resource Guide for Select Agents and Public Health Preparedness

Just as all politics is local, so is all news. If a biological, chemical or radiological event occurs in, say, Tucson, Arizona, the first reporters on the scene will likely not be the national media with expertise in the topics relevant to the event. Rather, the first media on the scene will be the general assignment reporters from local newspapers and television stations. In the initial hours after an event occurs, national wire services and 24-hour television news channels will rely upon the information filed by these reporters as the basis for filling their news coverage.

It is also during these initial hours when it is most crucial in getting out accurate, credible and reliable information to the general public. If the local reporters are not well-informed, or do not have ready access to credible, authoritative, and, most importantly, easily understandable information on the select agent(s) involved in a biological, chemical or radiological event, the chances of them unintentionally giving out incorrect information rise dramatically. Since the national media will initially rely on these local reports, there is a very real risk of misinforming the affected community(ies) and the nation as a whole about what people need to do to protect themselves and their families.

To address this issue, HHS plans to develop a comprehensive, easy-to-read guide on public health emergencies.

Content

The guide will include sections on:

- guidance for citizens on how to protect themselves in a public health emergency
- easy-to-understand descriptions of the select biological and chemical agents as well as radiological materials
- contact resources specific to the packaging for a given targeted audience (e.g., federal public affairs contacts and resources for the media-packaged version)
- basic risk communications messages
- mental health aspects of dealing with terrorism

- a description of the lab testing system in the U.S. for identifying an agent once it has been released.

Audiences

The guide will be packaged in a series of formats designed for a variety of audiences. It is expected that some packaged versions may not include all sections. These audiences include, but are not necessarily limited to:

- media
- consumers/general public
- state and local governments
- first responders
- schools of public health.

Readability

The guide should:

- be written at a reading level at which the majority of the English-speaking population of the United States will be able to understand the concepts being conveyed.
- pending availability of additional funds in the future, the guide will be translated into the major non-English languages spoken in the United States (e.g. Spanish, Chinese, etc.)

Outreach and Distribution

The contractor will be expected to assess the state of current information available on these topics as well as determining through targeted audience assessments how these materials should best be packaged, promoted and disseminated. The contractor will be expected to develop an outreach plan to effectively distribute the guide to the intended audiences. In addition, the contractor will assist in the printing and distribution of these materials.

Task 3. Web site on Public Health Emergency Preparedness

The contractor will develop the information architecture for a Web-ready version of the guide sections described above. The Web site should be primarily targeted to the general public. The site should be tested for citizen-centric usability and ease of navigation, using the

usability guidelines developed by the National Cancer Institute (in press). The contractor will work with the HHS Web management team to ensure that all Web-ready materials are created in the corporate HHS "look and feel" and in accordance with existing HHS Web design and architecture. Additional audience-based versions of this Web site may also be developed based on identified need and available funds.

As part of this effort, the contractor will look for effective ways to integrate this material into the Web sites related to public health emergency preparedness at HHS agencies such as the Centers for Disease Control and Prevention, the Food and Drug Administration, and the National Institutes of Health, and at other non-HHS agencies such as the Department of Homeland Security and FirstGov.

Task 4. Public Service Announcement Scripts

Based upon the information developed for the select agents guide, HHS plans to create a series of prepared 30-second and/or 60-second PSA scripts that can be used in the event of an attack using any of these agents. These scripts should cover:

- guidance for citizens on how to protect themselves in a public health emergency
- basics of the select agents (ie., what they are, symptoms caused, etc.)
- mental health messages for adults on how to deal mentally and emotionally during and after an attack (including messages on how to talk to children)
- mental health messages for children (for airing on children's channels—e.g. Cartoon Network, Nickelodeon, etc.)

DELIVERABLES

Prepare work plans and cost estimates, technical reports, and other contract administrative and management reports. These shall include, but not be limited to:

1. Project Management Plan

The Contractor shall develop a draft project management plan that shall describe and outline the tasks to be

accomplished and the schedule of performance for the work assigned. The draft project management plan shall be submitted to the Project Officer within one (1) week of the post-award strategy session. The Project Officer will review the draft and provide feedback within three (3) working days of receiving the draft. The Contractor shall submit the final project management plan within three (3) working days of receiving comments from the Project Officer.

2. Reports

a. *Monthly Reports*

Two reproducible copies shall be due 10 calendar days after the end of each month. Reports shall be in narrative form, and include all activity conducted during the previous month. Monthly reports shall include:

- A quantitative and qualitative description of overall progress including the hours and dollars expended by each task as well as by each activity during that month, and funds remaining in the task order and in each activity;
- An indication of any current problems that may impede performance, and proposed corrective action; and
- A discussion of the work to be performed during the next monthly reporting period.

b. *Periodic Reports*

Periodic reports shall include, but not be limited to:

- additional technical reports based on the SOW as specified by the Project Officer
- meeting reports, as requested, to document decisions made, action items, etc.

3. Data Files, Disks, and Media Master Copies

The contractor shall deliver to the Project Officer, on or before the last day of the task order period of performance, all master copies of all materials produced during the task order period. This includes all originals

(print materials and graphics), disks, videos, CDROMs, DVDs, negatives, photographs, slides, computer files and any other media or print master copies. The materials shall be clearly marked and an inventory of all materials shall be included.

4. Final Report or Evaluation Report

Three reproducible copies of a final report shall be submitted 30 days before the conclusion of the contract.

5. Meetings

The Contractor shall meet with the Task Order Officer at least once each month to discuss and review items of work to be assigned or already assigned but requiring revision. These meetings shall involve the contractor project director and selected contractor staff as designated by the Task Order Officer.

6. Deliverables

The contract will establish dates for deliverables, based in whole or in part on the dates proposed in Section 1 - Work Plans. Deliverable products Deliverables are defined as follows:

- a. Information and Resource Guide
- b. Web site on public health emergency preparedness
- c. Public Service Announcement scripts

SECTION F - DELIVERIES OR PERFORMANCE

SCHEDULE OF DELIVERABLES

The Contractor shall submit all deliverables to the Task Order Officer (TOO in accordance with the delivery schedule set forth below:

<u>Task</u>	<u>Copies</u>	<u>Due Date</u>
1. Project Management Plan	1	Within 10 working days from award.

<u>Task Copies</u>	<u>Due Date</u>	
2. Reports:		
Monthly Report	*3	10 days after end of each month.
Period Reports	3	As requested
3. Data Files, Disks & Media Master Copies:		
Master Copies of all Materials produced.	1	Due on or before last day of task order.
4. Final Report	*3	Due 30 days before end of task order.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 INCREMENTAL FUNDING

(a) It is the Government's intention to negotiate and award a contract using the incremental funding concepts described in the clause entitled Limitation of Funds. Under the clause, which will be included in the resultant task order, initial funds will be obligated under the task order to cover the first year of performance. Additional funds are intended to be allotted to the task order by modification, up to and including the full estimated cost of the contract, to accomplish the entire project. While it is the Government's intention to progressively fund this task order over the entire period of performance up to and including the full estimated cost, the Government will not be obligated to reimburse the Contractor for costs incurred in excess of the periodic allotments, nor will the Contractor be obligated to perform in excess of the amount allotted.

(b) The Limitation of Funds Clause to be included in the resultant task order shall supersede the Limitation of Cost clause found in the General Provisions.

G.2 KEY PERSONNEL

The personnel specified in this task order are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified individuals to other programs, the Contractor shall notify the Task Order Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made by the Contractor without written consent of the Contracting Officer; provided, that the Contracting Officer may ratify in writing such diversion and such ratification shall constitute the consent of the Contracting Officer required by this clause. The task order may be modified from time to time during the course of the task order to either add or delete personnel, as appropriate.

H. TECHNICAL EVALUATION FACTORS

The following criteria will be used in the proposal evaluation with each criterion weighted as indicated. The Government reserves the right to give technical merit of the proposals precedence over cost. However, as a result of technical evaluation, where proposals are determined to be essentially equal, then price shall become the determining factor. Award will be made to the Offeror whose proposal provides the best value to the Government as evaluated under the criteria described below.

A. Understanding of the Problem—10%

The Offeror must provide a comprehensive statement of the scope and purpose of the project to demonstrate complete understanding of the intent and requirements. This understanding should provide a clear awareness of the task order objectives and their significance. Offeror should demonstrate knowledge of the mission of HHS and the role of HHS and its agencies in public health emergency preparedness.

B. Technical Approach—40%

The Offeror must provide documentation of the capability to perform all tasks required by the Statement of Work. The Offeror must provide a detailed plan for each task that demonstrates thoughtful planning and creative problem-solving, and that results in the development and creation of accurate, timely, and audience appropriate communications products. For the inquiry response function, the plan should include the Offeror's system for triaging inquiries, and the process used for developing and maintaining standard and custom responses. The Offeror must provide a detailed plan for an effective system of quality control, citing examples of its experience with the types of errors that may be encountered in each task, and the mechanisms it has in place to guard against future occurrence of such errors. The Offeror must provide specific plans for quality assurance against the requirements of the task order, and evaluation of services provided under this task order. The Offeror must demonstrate the adequacy of plans for ensuring the hiring and retention of highly qualified staff. It should provide a detailed plan for ensuring performance of the services in the event of staff shortages due to illness, attrition, etc.

C. Qualifications of the Organization and Proposed Staff—40%Corporate capability

The Offeror must demonstrate evidence of corporate experience relevant to the proposed procurement. The Offeror shall list all Government and commercial contracts, grants, and other awards of a nature, complexity, and magnitude similar to the proposed procurement that were awarded to or performed by the Offeror within the past four (4) years. Such a list should include:

1. Contract/grant number
2. Monetary value and type of contract/grant
3. Description of services furnished
4. Name of Government agency and/or commercial company
5. Current address and telephone number of the cognizant Government contracting/grant officer and cognizant project officer, if applicable

Personnel requirements

The personnel to be used under this contract will be evaluated on the basis of experience, qualifications, and availability of proposed staff to provide management, creative, and technical skills necessary to the successful performance of each task.

1. The Project Director must be designated, and shall be a senior staff member of the company. He/she shall be evaluated on prior performance and demonstrated ability in effective program management and in cost and quality control. Supporting materials shall include a resume showing extensive education, training, and experience in effectively managing programs of a scope and complexity comparable to this program, and statements of reference concerning management activities similar to those solicited. If the Offeror's proposal includes subcontracting relationships, evidence must be provided of the ability of the Project Director to ensure timely completion of quality work from a subcontractor.
2. The writing and editorial staff must have specialized training or education in science writing or editing as well as demonstrated ability to develop or edit written materials that effectively "translate" scientific and/or technical information for various target audiences, using plain language or easy-to-read standards.
3. The communications planning staff must have a documented background in health communications and experience in planning, implementing, and evaluating health education and information distribution programs.
4. The design/graphics/desktop publishing staff must have demonstrated design, layout, and typography training and experience (including desktop publishing) for producing a variety of materials including brochures, pamphlets, and flyers for both print and online distribution.
5. Other personnel, as required to perform all tasks described in the Statement of Work, e.g., logistics and planning staff for exhibits and conferences, audiovisual support staff, administrative staff, etc.

D. Samples—10%

Materials and graphics samples should include brochures, flyers, and materials for audiences similar to those targeted for this program. These samples should indicate the level of editing needed to produce the final product and an explanation of the purpose of the product. The number of copies distributed should also be included in the description, as well as any distribution plan that may have been created for the product. Samples that demonstrate the Offeror's ability to execute a branding strategy should be submitted.

Past Performance

Past Performance is the Government's assessment of how well an Offer has performed in the past. Especially relevant are an Offeror's record of conforming to contract requirements and to standards of good workmanship; an Offeror's record of forecasting and controlling costs; an Offeror's adherence to contract schedules, including the administrative aspects of performance; an Offeror's ability to retain key employees through-out the life of a contract; an Offeror's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, an Offeror's reputation for demonstrating a business like concern for the interests of its customers. The evaluation of an Offeror's past performance is intended to be a product of subjective judgments by the Government after it considers all available and relevant information.

Past Performance Evaluation

The past performance evaluation will be based on information obtained from references provided by the Offeror, as well as other relevant past performance information obtained from other sources known to the Government.

Past performance evaluation will be completed for Offerors who are determined to be technically acceptable. A survey will be conducted consisting of questions contained in Attachment A, Past Performance Evaluation Questionnaire. The Government will assess an overall past performance rating for each reference contacted. The overall ratings of each reference will then be combined to arrive at a

final past performance rating which will be assigned points based on the following rating scheme:

<u>Definition</u>	<u>Description</u>
Exceptional ++ (Plus-Plus) (+20 Points)	The Contractor has demonstrated an excellent level of performance which exceeds the performance level described as "Excellent". It is expected that this rating will be used in those rare instances when Contractor performance clearly demonstrates a level of quality/innovation/performance well beyond the contract requirements warranting the assignment of the highest possible rating.
Excellent (+15 Points)	The Contractor has demonstrated an excellent performance level in all categories. There have been no performance problems and the Contractor has demonstrated initiative to enhance/exceed contractual requirements and objectives. The Contractor also has maintained an excellent Contractor/customer relationship throughout contract performance.
Good (+10 Points)	There are no quality or service problems; no cost/price issues; and no delays. Responses to inquiries and technical/service administrative issues is consistently effective and

	responsive. Nonconformances do not impact achievement of contract requirements.
Acceptable (+5 Points)	Nonconformances are minor and have little impact in the achievement of contract requirements, requires minor intervention by Government personnel to resolve issues.
Marginal (-5 Points)	Nonconformances are impacting achievement of contract requirements, requires substantial intervention by Government personnel to resolve issues.
Unacceptable (-10 Points)	Nonconformances are compromising the achievement of contract requirements, despite substantive intervention by Government personnel.
(0 Points)	No past performance history. No previous experience.

Note: The Offeror shall provide a thorough explanation of problems encountered and corrective actions taken. The Government will take the Offerors' comments into consideration when conducting its past performance evaluation. THE OFFEROR MAY NOT BE GIVEN ANOTHER OPPORTUNITY TO ADDRESS PROBLEMS ENCOUNTERED IN PAST PERFORMANCE FOR REFERENCES PROVIDED AS A PART OF YOUR PROPOSAL.

COMPETITIVE RANGE

Based on the ratings of each proposal against all evaluation criteria, a competitive range shall be established comprised of all of the most highly rated proposals. In accordance with FAR 15.306 (c) (2) after evaluating all proposals, the competitive range may exceed the number at which an efficient competition can be conducted. Therefore, Offerors are notified that the

Contracting Officer reserves the right to limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

Task Order# ICS-150**TITLE: PUBLIC HEALTH EMERGENCY PREPAREDNESS
INFORMATION CAMPAIGN, HHS****PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____**

Contractor: _____

Point of Contact: _____

Phone: _____ Fax: _____

E-mail Address: _____

Address: _____

Pricing Method: CPFF NIH Admin Fee: \$ _____

BASE YEAR: September 30, 2003, through September 30, 2004

Estimated Cost: \$ _____

Fixed Fee: \$ _____

Option Year 1: September 30, 2004, through September 30, 2005

Estimated Cost: \$ _____

Fixed Fee: \$ _____

Option Year 2: September 30, 2005, through September 30, 2006

Estimated Cost: \$ _____

Fixed Fee: \$ _____

FOR THE CONTRACTOR

Signature_____
Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED
THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE
PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED: _____

FAX #

Signature - Project Officer

Date

APPROVED: _____

FAX #

Signature - Contracting Officer

Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL
OF THE CONTRACTING OFFICER & ICS COORDINATOR

APPROVED: _____

FAX 301-435-6101

Signature -Anthony M. Revenis, J.D., NIH-ICS Coordinator

Date